OJCS-535-74

17 April 1974

MEMORANDUM FOR: Executive Secretary

SUBJECT   :   Executive Registry Project Proposal

REFERENCE   :   (1) Memorandum from Chief, Branch C/
                         AD, OJCS, dtd 1 Feb 74, subject:
                         Information Retrieval System

                    (2) Memorandum from Director of
                         Security, dtd 11 Mar 74, subject:
                         Security Aspects of Proposed Auto-
                         mation of Executive Registry Operations.

                    (3) Memorandum from Chief, Information
                         Systems Security Group, Office of
                         Security, dtd 1 Apr 74, subject:
                         Request for Installation of ADP
                         Remote Terminal Devices in
                         Room 7E-12.

    1.   The purpose of this memorandum is to present the
scope of the Executive Registry Document Index Retrieval
System.

    2.   Computer files will be maintained in support of
the Executive Registry Document Retrieval and Tickler File
systems.   Facilities will not include support of the Morning
Minutes and Daily Journal as per reference 2, paragraph 6.
The costs and schedules specified in reference 1 have been
altered to reflect this change in scope.

    3.   The system will provide on-line data base update
and retrieval access via remote terminal devices located
in 7E-12 which will operate in accordance with the pro-
visos of reference 3, paragraph 2.

    4.   Data will be input via terminal devices located
in 7E-12, subject to the restrictions outlined in refer-
ence 2, paragraph 5, and will consist of the following
data elements:

C-6.4

- Executive registry document number
- Document classification
- File designator
- Document originator (FROM)
- Document recipient (TO)
- Document abstract (SUB)
- Document distribution information
- Action suspense date
- Action suspense due from data
- Document retrieval keys.

5. Document data will be retrievable using the GIM II language operating on one or more of the data elements listed above. A daily computer listing will be made available which will contain copies of all transactions entered the previous day.

6. Structurally, the computer files maintained will consist of a main file and a directory file. This approach will provide the capability to search for all records having particular retrieval keys without accessing records which do not have these properties. The main file will contain all document records. The directory file will contain one entry for each unique retrieval key specified. Associated with each directory entry will be the record number of the records in the main file which contain the retrieval key.

7. An important consideration in this type of approach is the response time for the retrieval activity. Variations in the nature of user requests, changes in retrieval key value distributions, and the quality of retrieval key formulation procedures will impact on performance. Thus, it may be necessary to reorganize the retrieval keys and formulation procedures periodically. Initially, the system will be allowed to function for a period of time after which it will be reviewed and necessary adjustments made to the retrieval key procedures. During this initial period, system access will be via two (2) remote terminals. After the system performs satisfactorily, the remaining devices will be installed.

8.   Executive Registry personnel will receive training and documentation in the use of the system.

9.   The system will be operational on 16 June 1974.

10.   Cost:

Hardware
    One-time
        Terminals   STAT
        Development
    Continuing Per M
        Production

Personnel
                                                           STAT

Project Leader
CB/AD/OJCS

Attachment:
    Copy of Reference 3

CONCURRENCE: *

STAT

B. C. Evans   24 April 1974
Executive Secretary   Date

*with the understanding that costs (para 10 above)
will be funded from OJCS budget.